



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

November 18, 2003

Val Marmillion, Treasurer
Friends of Mary Landrieu, Inc.
607 14th Street NW, Suite 800
Washington, DC 20005

Response Due Date:
December 18, 2003

Identification Number: C00325126

Reference: October Quarterly Report (7/1/03-9/30/03)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Senate Public Records Office by the response date noted above.** An itemization of the information needed follows:

-Your report indicates the use of calendar year-to-date figures when aggregating and reporting receipts and disbursements. Please be reminded that candidate committees are required to aggregate and report their receipts and disbursements on an election-cycle basis rather than on a calendar-year basis. Please amend your report to show election cycle-to-date figures for all aggregate amounts. (2 U.S.C. §434(b))

-Line 13(a) and Line 19(b), of the supporting schedules discloses \$40,000 in receipts and \$40,000 in disbursements that were submitted as memo entries. These amounts are not memo entries and should be included on the corresponding lines on the summary and detailed summary pages. Please correct this discrepancy and file an amendment to your report.

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action